

APPROVED

**LSTA ADVISORY COUNCIL
SPRING 2009 GRANT ROUND MEETING MINUTES**

March 19, 2009
UTAH STATE LIBRARY
250 N 1950 W, Suite A
Salt Lake City, UT 84116
Rooms 218-219

Call to Order and Introductions at 9:00 AM, March 19, 2009

Attendees:

LSTA Advisory Council Members: Charlie Roberts; Angela Edwards; Andy Yergensen, Chair; Rachel Wadham, Chair-elect; Linda Fields; Gretchen Freeman; Kim Fong; Hugh Zumbro; Edwin Espinel; Laurel Harris.

Excused: Georgia Loutensock; Jon Ostler.

Unexcused: Ray Martin

USL Staff: Sara Wever, Grant Coordinator; Cheryl Mansen, Assistant Director/Library Development Program Manager; Donna Jones Morris, State Librarian/Division Director; Craig Neilson, Library Resources Program Manager; Diana Miller, Executive Secretary, Library Development

Invited Guests: Kathy Kinsman, Assistant Attorney General, State Agency Counsel, and Ed Lombard, Paralegal.

Chair Yergensen reminded those in attendance that the meeting is being recorded to comply with the Open Meetings Act. Chair Yergensen gave a special welcome to Angela Edwards, the Council's newest member.

Spring 2008 minutes

Minutes were approved by acclamation as written.

Conflict of Interest, Ethics Reform and Open Meetings Act

Kathy Kinsman, from the Utah Attorney General's office and Counsel for DCC, gave a presentation to the LSTA Advisory Council as part of the AG's office efforts to provide training to boards regarding conflicts, ethics, and open meetings. The Utah code regarding conflict of interest and ethics for public officers and employees ethics act is 67-16-2, and a copy of the power point is attached as **addendum #1** to these minutes. Grants Coordinator Wever will contact IMLS regarding their preferred conflict statement and report back to the Council.

Ed Lombard reported to the Council on the changes to the Open Meetings Act (code annotated 52-4-101).

A copy of the power point is attached as **addendum #2** to these minutes. Regarding the "in lieu of personal attendance" wording, we may want to include questions, etc. as an addendum or attachment. We are to note in the minutes that written answers to questions received prior to the open meeting are attached to the grant applications and therefore are available as part of the public record even though not specifically written in the minutes. We were also reminded us that we need to list the names of those who vote yea and nay on each item.

The audio recording must be made available to the public within 3 to 10 days, in addition to the written minutes which are marked "awaiting formal approval" until voted on.

Break

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Recognition of Member Zumbro

State Librarian Donna Jones Morris thanked Hugh Zumbro for his 6 years of service on the LSTA Advisory Council. Donna and Chair Yergensen presented Hugh with a "Utah Wild and Beautiful" coffee table book.

Fall Meeting Schedule

The Council decided to table the discussion regarding the fall meeting schedule until they hold their electronic meeting later this year, which will come after the State Board meeting. They will then be prepared to discuss the February and March 2010 dates. The proposed dates under study are March 18th or 25th, 2010. Chair Yergensen said that, unless someone disagrees, the fall 2009 schedule will be accepted by consensus. Council agreed.

Mini Grant Round Review

State Librarian Morris gave the Council an update on the mini grants funded this round. She referred the Council to the matrix included in their packets. There is \$100,000 available for mini grants but she is requesting \$103,019. Council Member Espinel moved to transfer \$3,019 from the Regular budget to the mini grant budget but Council Member Freeman wanted to see the actual budget first. The motion was withdrawn until Council was given the actual budget amounts. State Librarian Morris gave the Council the budget figures. The Regular budget is \$200,000 with only \$162,000 being asked for this round.

Grant Applicant Presentations

Grants Coordinator Weaver stated that there will be no presentations from applicants today. She contacted each applicant and they gave her their contact information, so if there are questions from Council that come up today she can call them and they will respond via speaker phone. She said that it was stated in the spring 2008 minutes there would be no more formal presentations. Budget restrictions also came into play.

Lunch Break

Grant Application Withdrawal

State Librarian Morris stated that one regular grant applicant withdrew. State Librarian Morris and Council Member Loutensock talked to them at UELMA and determined that they don't have an actual library.

State Librarian Budget Review

State Librarian Morris informed Council that the USL budget lost 11% of its General Fund budget. She told Council that the Bookmobile Program funds are suffering cuts and USL lost two positions to retirement that are not being replaced. She also informed Council that most states don't have a re-grant program and that it might come down to a choice between Pioneer funding and the re-grant (LSTA) program. State Librarian Morris said the State Board would make that decision. If LSTA funds are left over after the round they can be used by USL according to LSTA guidelines. Pioneer is completely funded with LSTA funds. In the future, the grant review meetings may be conducted via Wimba as a cost saving measure. Council Member Harris asked for a definition of re-grants and was told that the terms covers the mini grants (\$10,000 or under) which the State Director approves, regular grants (over \$10,000) which the LSTA Council approves, and "larger" regular grants (over \$75,000) that go to the State Board for approval based on the Advisory Council's recommendation.

Open Source Summary

Library Resources Program Manager, Craig Neilson, was introduced to the Council to give an update on the Evergreen and KOHA open source project that started one year ago. U of U experimented with it and weren't happy with it, choosing instead to go with a commercial ILS system. Open source is not mature enough to serve the needs of the ILS systems. Grand County is testing an open source system (KOHA) beginning this week. Council Member Roberts pointed out to Council that two of the current mini grants are for KOHA based ILS systems, and Library Resources Program Manager Neilson stated that KOHA seems successful for smaller applications.

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Definition of Certified Library

Council Member Fong asked for a definition of a “certified” library and Grants Coordinator Wever told Council that it is an annual review process, conducted by State Library consultants, to ensure the meeting of pre-determined, specific standards, which includes technology. One of the standards is that the Library Director has to have an MLS or be going through, or completed UPLIFT training. Another standard is that the library must have an online catalog.

Salesforce Grants Management Review

State Librarian Morris then talked to the Council about Salesforce, a “client management” software program being implemented by the State and its application to the grants process. Salesforce is online and in the future will probably even include the scoring process. Council was directed that if they want to look at Salesforce they can check out the Utah Arts Council web site. The goal is to be seamless and paperless, including being blind/ADA compliant.

Transfer of Funds Motion

Chair-elect Wadham moved to re-instate Council Member Espinel’s original motion to move \$3,019 from the regular grant budget to the mini grant budget. The motion was seconded, there was no additional discussion and the motion passed unanimously.

Schedule for Grant Rounds

Council then discussed moving to one grant round. State Librarian Morris stated that she prefers doing the mini grants twice a year. Chair Yergensen wants to take a recommendation to the State Board meeting next week to change the format to doing the mini’s twice a year and the Regular grants once a year. The Council voted by consensus to allow Chair Yergensen to take this recommendation to the State Board next week.

Chair-Elect Nomination

Chair Yergensen then asked for nominations for chair-elect for the 2009 – 2010 term. Council Member Freeman nominated Council Member Fong and the nomination was seconded. Council member Fong accepted the nomination. No other nominations were offered and the nomination was approved by acclamation, for the term beginning 7/1/09 as Chair-Elect.

Regular grants review

Chair Yergensen called for any conflict of interest among the Council regarding the grants currently before the Council: Chair Yergensen- no; Council Member Edwards – no; Council Member Harris – no; Council Member Zumbro declared a conflict with Murray and recused himself from the discussion and vote on that grant; Council Member Roberts – no; Council Member Fong – no; Council Member Espinel – no; Council Member Freeman – no; Council Member Fields – no; and Chair-elect Wadham – no. Ron Jenkins, Logan City Library Director was called to discuss questions about his grant application, specifically regarding software and due dates. Dan O’Rourke, Murray City Library Representative was called to discuss issue with budget on grant application.

Break

Funding Decisions

The LSTA Council voted unanimously not to fund the application from the University of Utah due to incomplete information. The Orem Public Library application was not funded; Council Members voting not to fund were: Wadham, Espinel, Zumbro, Edwards, Yergensen and Fields. Chair-elect Wadham moved to not fund the application from Washington County, with a strong recommendation to reapply with a request to migrate their entire system to a sustainable product. This was seconded, and after discussion, the Council voted unanimously not to fund.

Chair-elect Wadham moved to fully fund Fairview Elementary School Library application. This was seconded, with Council Member Zumbro opposed. Motion to fund was passed. Chair-elect Wadham moved to fully fund the application from Logan City Library; seconded and passed unanimously. Council Member Espinel moved to fully fund Murray City application. This

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was seconded, and Council Member Zumbro recused himself. Motion to fund approved, with Chair-elect Wadham and Chair Yergensen opposed. Chair-elect Wadham moved to fully fund the Uintah County Library application. This was seconded, and Council Member Zumbro opposed. Motion passed to fund.

LSTA Funds

Chair-elect Wadham moved to return the remaining LSTA funds that were not granted back to Utah State Library to use as State Library sees fit. This was seconded, and in a unanimous vote, \$126,488 was returned to USL.

Council Member Zumbro made motion to adjourn that was seconded, and approved unanimously.

Meeting adjourned: 4:34 PM

Respectfully submitted,

Diana Miller
Executive Secretary, Library Development